**Gwinnett County Public Library Board of Trustees**

**Board Meeting**

**Meeting Minutes**

**April 14, 2025 – 6:00 PM**

**Five Forks Branch Meeting Room**

**2780 Five Forks Trickum Road**

**Lawrenceville, GA 3044-5865**

**Voting Members**

JT Wu, Chairperson - Present

Brian Carlson, Vice Chair - Joined virtually

Dr. Jann Joseph, Acting Secretary - Present

Dr. Kathy Lee, Treasurer - Present

Georgeanna Kelly, Board Member - Present

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**Meeting Minutes**

The Gwinnett County Public Library Board of Trustees held a scheduled Board Meeting on April 14, 2025, at 6:00 PM at the Five Forks Branch. Executive Director Charles Pace and other administrative staff were in attendance.

1. **Call to Order**
   Board Chair JT Wu called the April 14, 2025, Board Meeting to order at 6:04 PM

2. **Approval of the Agenda**
   Motion made by Joseph to approve the April 14, 2025, Board Meeting agenda as presented. Seconded by Lee, Unanimous. APPROVED

3. **Citizen's Request to Address the Board**

   John Kim

   Citizen John Kim of Lilburn, GA, shared some ideas for improvements for future library branches, including the collaboration of Gwinnett County Library, public green spaces, and local businesses.

4. **Director's Report**

   Executive Director Charles Pace reported highlights of the important library meetings, projects, events, etc. that have taken place since January 2025.

   - Progress on the new Hooper-Renwick branch was discussed, including the Ribbon Cutting Ceremony that will be held on June 16, 2025.
   - Ongoing updates regarding Georgia State Library's access and future of Galileo Virtual Library.
   - Since January, passport services have seen a large increase in demand. Additional and upcoming preparations were discussed to accommodate the increase in demand.
   - Updates on grant funding for the New Start Entrepreneurship Incubator (NSEI) program.

5. **Current RFP List**

   Library Leadership presented a list of current Requests for Proposals in progress.

6. **Financial Items**

   a. **Q1 2025 Financial Statement**

      Director of Administrative Services/CFO Ruby Wilson reported that for Q1 ended March 31, 2025, year-to-date revenues received were $7,538,543, and expenses were $9,922,858. Revenues are on pace with projected levels. The return to a net positive operating position marks a significant turnaround from the prior year's deficit.

   b. **Q1 CFNEG Financial Statement**

      Director of Administrative Services/CFO Ruby Wilson will present the 2025 Q1 Community Foundation for Northeast Georgia Financial Statement at the May 12, 2025, Meeting.

7. **FY2026 Budget Request and Decision Packages**

   After extensive discussion regarding the budget numbers and decision packages, the Board decided to table this proposal until further resources are provided. Motion made by Joseph to table the FY2026 Budget Request and Decision Packages. Seconded by Lee. Unanimous, APPROVED

8. **Strategic Plan Update**

   Director of Marketing and Communications Duffie Dixon presented current updates on the library's Strategic Plan with the Board of Trustees. A formal proposal will be put before the Board in the May 12, 2025 meeting.

9. **2024 Annual Report**

   Director of Marketing and Communications Duffie Dixon presented the 2024 Annual Report to the Board of Trustees. The report is also available on the library's website.

10. **Minutes Pending Approval**

    Motion made by Joseph to approve the February 10, 2025, Board Meeting Minutes. Seconded by Lee, Unanimous. APPROVED

11. **Other Business**

    State Library Director's Meeting

    Executive Director Charles Pace discussed with the Board about attending the State Library Director's Meeting at the Snellville Branch.

    Welcome and Introductions

    New Trustee Georgeanna Kelly was introduced and welcomed to the Board.

12. **Adjournment**

    Motion made by Lee to adjourn the April 14, 2025, Board Meeting. Seconded by Kelly, Unanimous. APPROVED

**Board Meeting adjourned at 7:02 PM**

**APPROVED 05/12/2025**